

11 October 1977

MEMORANDUM FOR: Directorate EEO Officers

FROM : Omega J. C. Ware, Jr.
Director, Equal Employment Opportunity

SUBJECT : Applicant Review Procedures

1. Over the past two years, members of my staff have been monitoring the Agency minority hiring process by reviewing minority applicant files that have been rejected by component officials. A recent evaluation of our monitoring procedure indicates that we have been assessing minority applicants in a vacuum. We need a better feel for the qualifications of those selected to fill positions for which minorities or women have been rejected. While it is apparent that all involved are determined to maintain standards which ensure high caliber employees, we must be confident that the standards for minority and non-minority applicants are comparable.

2. Please provide me with the information requested on the attached form for every white male approved for hire by your component in FY 77. I'd like to have this by 30 October 1977.

3. After our review and evaluation of the procedures and standards I will meet with you and senior managers of components to discuss our findings. Should you have any questions, please contact me on extension [] Your cooperation is appreciated.

[]
Omega [] ware, Jr.

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EMPLOYEE/APPLICANT REVIEW

Instructions:

Please complete a separate sheet for each white male that your office has hired or approved for hire since 1 October 1976. Do not leave any of the items blank. If the employee/applicant does not have relevant education or experience, please state "none".

BACKGROUND:

1. NAME (last, first, middle initial)
2. TITLE OF POSITION FOR WHICH HIRED:
3. POSITION GRADE: (If EOD grade is different from position grade, please indicate EOD grade in parenthesis).

QUALIFICATIONS:

4. EDUCATION: (only that relevant to the position for which hired)
5. EXPERIENCE: (only that relevant to the position for which hired).
6. Summary of other factors influencing the decision to hire:

HIRING DECISION:

7. HIRING OFFICIAL:

Office extension:

TAT

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SUBJECT: (Optional)

FROM:

AO/DCI

EXTENSION

NO.

DATE

13 October 1977

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TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

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2.

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1. Per the attached memo from D/EE0, would you please provide me with the requested information on any white males hired by your office during FY 1977 so that I may compile the overall report from the "E" Career Service. It would be appreciated if you could provide this information by 21 October to allow me to compile the report and meet the 30 October deadline.

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PO/DCI